

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <b>M-116</b>
<b>PLANNING AND ZONING</b>		
Item No.	Description	Retention
1.	<b>General Correspondence</b>  Original incoming letters, copies of outgoing letters, memoranda, studies, reports directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is not longer needed for current business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	<b>Minutes of Planning Commission and Board of Appeals</b>  Minutes of Planning Commission and Board of Appeals.	Permanent. Transfer periodically to the Maryland State Archives.
3.	<b>Zoning Text Amendments</b>  Staff reports, Planning Commission findings, and final adopted ordinance of Code changes to zoning section of City Code.	Retain for three years, then destroy.
4.	<b>Zoning Map Amendments</b>  Original application, staff report, Planning Commission findings, ordinance adopting City Council action on map amendment.	Retain for three years, then destroy.
5.	<b>Major Subdivision Requests</b>  Original application, preliminary plat, staff report, Planning Commission findings, final plat approved by City Council and Planning Commission.	Retain for three years, then destroy.

Department Director

Date

City Clerk

Date

Schedule Approved by State Archivist

Date


2/6/00

3/10/00

APR 27 2000

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <b>M-116</b>
	<b>PLANNING AND ZONING</b>	
Item No.	Description	Retention
6.	<b>Board of Appeals Variances/Appeals Cases</b>  Original applications, staff reports, site plans, Board of Appeals opinions on case.	Retain opinion and approved plan permanently. Transfer periodically to the Maryland State Archives. Retain other materials 10 years, then destroy.
7.	<b>Conditional Use/Special Exception Case Records</b>  Original application and exhibits, correspondence, agency review comments, staff reports, Planning Commission findings, City Council resolution of action (approval or denial) on case.	Retain opinions and approved plans permanently. Transfer periodically to the Maryland State Archives. Retain other materials for ten years, then destroy.
8.	<b>Site Design Review Records</b>  Original application and attachments, site plan, correspondence, approved set of signed plans.	Retain landscape agreements and approved plans permanently. Transfer periodically to the Maryland State Archives. Retain other materials 10 years, then destroy.
9.	<b>Historic Preservation Commission</b>  Minutes of Historic Preservation Commission's regular and administrative meetings.	Permanent. Transfer periodically to the Maryland State Archives.
10.	<b>Historic Preservation Commission Property File</b>  Applications for alterations or new construction, including site plans, construction documents, photographs; Certificates of Approval; correspondence regarding violations.	Permanent. Transfer periodically to the Maryland State Archives.
11.	<b>Audio Tapes of Meetings</b>  These tapes are recordings of Boards & Commissions meetings from which Minutes are prepared.	Retain one year after approval of minutes, then destroy.

<b>Instructions - Prepare a separate form for each new or revised record series.</b>		<b>CITY OF ANNAPOLIS</b> <b>Records Management Program</b>		<b>RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
<b>1. Department</b> Planning and Zoning		<b>2. Division</b> Administration		<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. Record Series Title</b> Minutes/Agendas of Planning Commission and Board of Appeals				<b>5. Earliest Year/Latest Year</b> 1970 to present	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> Contains minutes of meetings of Planning Commission and Board of Appeals.					
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape Other (Specify) _____ _____ _____ _____ _____ _____		<b>8. Record Series Sequence</b> Alphabetical Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		<b>9. Volume</b> <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ 2 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____ <b>10. Annual Accumulation</b> <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ less 1 per/year <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b> <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s) (Bldg. Floor, Room)</b> 159 Duke of Gloucester Street, downstairs			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used? (If yes explain briefly and describe any hardware/software.)</b> Yes <input checked="" type="checkbox"/> No			<b>18. Recommended Retention</b> Keep in-house for 10 years. Archive permanently.		
<b>19. Name and Title of Preparer</b> Jane C. Holschuh, Executive Assistant					
<b>20. Telephone Number</b> 410-263-7961				<b>21. Date</b> 8/12/96	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE 1 _____ OF 1 _____	
1. Department Planning and Zoning		2. Division Administration		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Zoning Text Amendments				5. Earliest Year/Latest Year 1970 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Contains ordinance, staff reports, planning commission findings, and final adopted ordinance of Code changes to zoning section of City Code.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>5 legal drawers</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ $\frac{1}{2}$ drawer <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After  _____ 3 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) 159 Duke of Gloucester Street, downstairs (4 files); upstairs (1 file)			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) Yes, Office of Law <input type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    We use a card file index which assigns a number comprised of year received, month received, and consecutive number assigned (96-8-490)			18. Recommended Retention    Keep in-house for 3 years. Dispose of after that time.  		
19. Name and Title of Preparer    Jane C. Holschuh, Executive Assistant					
20. Telephone Number 410-263-7961				21. Date 8/7/96	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.	<b>CITY OF ANNAPOLIS</b> Records Management Program	<b>RECORDS INVENTORY</b>	
		PAGE <u>      </u> 1 OF <u>      </u> 1	
<b>1. Department</b> Planning and Zoning	<b>2. Division</b> Administration	<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
<b>4. Record Series Title</b> Zoning Map Amendments		<b>5. Earliest Year/Latest Year</b> 1970 to present	
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains original application, staff report, planning commission findings, final ordinance adopting City Council action on map amendment.			
<b>7. Record Series Format(s)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>site plans</u>        	<b>8. Record Series Sequence</b>  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____     	<b>9. Volume</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>          </u> 1 <input type="checkbox"/> Microfilm Reel(s) <u>          </u> <input type="checkbox"/> Computer Tape(s) <u>          </u> <input type="checkbox"/> Other (Specify) <u>          </u>  <b>10. Annual Accumulation</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) less than ½ drawer <input type="checkbox"/> Microfilm Reel(s) <u>          </u> <input type="checkbox"/> Computer Tape(s) <u>          </u> <input type="checkbox"/> Other (Specify) <u>          </u>	
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. File Becomes Inactive After</b>  <u>      </u> 3 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
<b>13. Current Location(s)</b> (Bldg. Floor, Room) 159 Duke of Gloucester Street, downstairs		<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)		<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an index system used?</b> (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Yes, we use a card file index which assigns a number comprised of year received, month received, and consecutive number assigned (96-9-491) ((same system for zoning text amendments))		<b>18. Recommended Retention</b> Keep in-house for 3 years. Dispose of after that time.	
<b>19. Name and Title of Preparer</b> Jane C. Holschuh, Executive Assistant			
<b>20. Telephone Number</b> 410-263-7961			<b>21. Date</b> 8/7/96

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>1</u> OF <u>1</u>	
<b>1. Department</b> Planning and Zoning		<b>2. Division</b> Administration		<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Major Subdivision Requests				<b>5. Earliest Year/Latest Year</b> 1970 to present	
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains original application, preliminary plat, staff report, planning commission findings, final plat approved by City Council and Planning Commission					
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>site plans</u>       		<b>8. Record Series Sequence</b> Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____    		<b>9. Volume</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <u>3</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____  <b>10. Annual Accumulation</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer( <del>less</del> less than 1/4 drawer) <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b>  <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s)</b> (Bldg. Floor, Room) 159 Duke of Gloucester Street, downstairs			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used?</b> (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Yes, we use a card file index which assigns a number comprised of letter S (for subdivision), consecutive number, and year received (S-22-96).			<b>18. Recommended Retention</b> Keep in-house for 10 years. Dispose of after that time.		
<b>19. Name and Title of Preparer</b> Jane C. Holschuh, Executive Assistant					
<b>20. Telephone Number</b> 410-263-7961				<b>21. Date</b> 8/12/96	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>      </u> 1 OF <u>      </u> 1	
1. Department Planning and Zoning		2. Division Administration		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Board of Appeals Variances/Appeals Cases				5. Earliest Year/Latest Year 1970 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains original applications, staff reports, site plans, Board of Appeals opinions on case.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>site plans</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		8. Record Series Sequence  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____ <hr/> <hr/> <hr/>		9. Volume  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>      </u> 5 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____ <hr/> 10. Annual Accumulation  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) $\frac{1}{2}$ drawer per year <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After  <u>      </u> 10 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) 159 Duke of Gloucester Street, downstairs			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Yes, we use a card file index which assigns a number comprised of year received and consecutive number (96-521).			18. Recommended Retention Keep in-house for 10 years. Archive permanently opinion of Board with approved plan.		
19. Name and Title of Preparer    Jane C. Holschuh, Executive Assistant					
20. Telephone Number 410-263-7961				21. Date 8/12/96	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>1</u> OF <u>1</u>	
1. Department Planning and Zoning		2. Division Administration		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Conditional Use Case Records				5. Earliest Year/Latest Year 1970 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains original application and exhibits, correspondence, agency review comments, staff reports, planning commission findings, City Council resolution of action (approval or denial) on case.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>site plans</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		8. Record Series Sequence  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____ <hr/> <hr/> <hr/>		9. Volume  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <u>21</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____  10. Annual Accumulation  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>1</u> drawer per year <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After  <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) 159 Duke of Gloucester Street, downstairs			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No <input checked="" type="checkbox"/> Yes, City Clerk retains copy.		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Yes, we use a card file index which assigns a number comprised of letter C and year received, month received and consecutive number (C96-9-521).			18. Recommended Retention Keep in-house for 10 years. <del>Archive permanently resolution with approved plan.</del> <u>then destroy</u>		
19. Name and Title of Preparer    Jane C. Holschuh, Executive Assistant					
20. Telephone Number 410-263-7961				21. Date 8/12/96	



<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>      1      </u> OF <u>      1      </u>	
<b>1. Department</b> Planning and Zoning		<b>2. Division</b> Administration		<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Site Design Review Records				<b>5. Earliest Year/Latest Year</b> 1987 to present	
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains original application and submittal attachments, site plan, correspondence, approved set of signed plans.					
<b>7. Record Series Format(s)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>site plans</u>       		<b>8. Record Series Sequence</b>  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____    		<b>9. Volume</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <u>3</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____  <b>10. Annual Accumulation</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ less 1 per/year <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b>  <u>      10      </u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s)</b> (Bldg. Floor, Room) 159 Duke of Gloucester Street, downstairs			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used?</b> (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Yes, we use a card file index which assigns a number comprised of letter SDP and year received, month received and consecutive number (SDP 96-9-32).			<b>18. Recommended Retention</b> Keep in-house for 10 years. Archive permanently landscape agreement and approved plan.		
<b>19. Name and Title of Preparer</b> Jane C. Holschuh, Executive Assistant					
<b>20. Telephone Number</b> 410-263-7961				<b>21. Date</b> 8/12/96	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>1</u>	
<b>1. Department</b>  Planning and Zoning		<b>2. Division</b>  Historic Preservation		<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b>  HDC Minutes/Legal Ads/Agendas				<b>5. Earliest Year/Latest Year</b> <u>1986</u> to <u>1995</u>	
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  Minutes of the Historic District Commission's regular and administrative meetings; legal ads and/or agendas for respective meetings.					
<b>7. Record Series Format(s)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____ _____ _____		<b>9. Volume</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) <u>1 bookcase shelf</u>	
				<b>10. Annual Accumulation</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) <u>1 notebook /vr</u> <u>&amp; 1 file/yr</u>	
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b>  <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s) (Bldg. Floor, Room)</b> 159 Duke of Gloucester Street (1st floor)			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used?</b> (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>18. Recommended Retention</b>  Archive Permanently		
<b>19. Name and Title of Preparer</b> Jean Pekofsky, Historic Preservation Assistant					
<b>20. Telephone Number</b> 410-263-7941				<b>21. Date</b> 9/4/96	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>1</u> OF <u>1</u>	
<b>1. Department</b> Planning and Zoning		<b>2. Division</b> Historic Preservation		<b>3. Unit</b>	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> HDC Property Files				<b>5. Earliest Year/Latest Year</b> 1989 to 1994	
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  Applications for alterations or new construction, including site plans, construction documents, photographs; Certificates of Approval; correspondence regarding violations.					
<b>7. Record Series Format(s)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ <u>Blueprints/site plans</u> _____ _____ _____ _____ _____		<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		<b>9. Volume</b> <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ 4 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				<b>10. Annual Accumulation</b> <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ 1 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b> <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s)</b> (Bldg. Floor, Room) 159 Duke of Gloucester Street (1st floor)			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used?</b> (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applications are logged on the computer using Paradox.			<b>18. Recommended Retention</b> Archive Permanently		
<b>19. Name and Title of Preparer</b> Jean Pekofsky, Historic Preservation Assistant					
<b>20. Telephone Number</b> 410-263-7941				<b>21. Date</b> 9/4/96	

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b> PAGE <u>      </u> 1 OF <u>      </u> 1	
1. Department Planning and Zoning		2. Division Administration		3. Unit	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Annexation Petitions				5. Earliest Year/Latest Year 1970 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains original petition for annexation, analysis of extension of services, correspondence, staff report, planning commission findings, City Council action, staff report on zoning land annexed, planning commission findings on zoning, City Council action.					
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>site plans</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		8. Record Series Sequence  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____ <hr/> <hr/> <hr/>		9. Volume  <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ 2 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____  <hr/> 10. Annual Accumulation  <div style="text-align: right; margin-right: 20px;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ less 1 per/year <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After  <div style="display: flex; justify-content: space-between;"> <span><u>      </u> 10 Number</span> <span><input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</span> </div>		
13. Current Location(s) (Bldg. Floor, Room) 159 Duke of Gloucester Street, downstairs			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No <input checked="" type="checkbox"/> Yes, City Clerk's Office.		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Keep in-house for 10 years. Archive for 20 years; destroy after 20 years.		
19. Name and Title of Preparer    Jane C. Holschuh, Executive Assistant					
20. Telephone Number 410-263-7961				21. Date 8/12/96	

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Name of Record	Description of Record	Retention/Disposal	Inventory
<i>Street Address Files</i>	Contains correspondence, use permits, building permits, minor subdivision approvals, and other documents on all street addresses filed alphabetically.	Retain in-house. Staff to clean out old use permits, building permits, etc. These are daily, working files. Do not archive.	Legal File Drawers: 22
<i>Zoning Text Amendments</i>	Contains ordinance, staff reports, planning commission findings, and final adopted ordinance of Code changes to zoning section of City Code.	Keep in-house for 3 years. Dispose of after completing detailed index of what text amendment was for, if it was adopted and date.	Legal File Drawers: 5
<i>Zoning Map Amendments</i>	Contains original application, staff report, planning commission findings, final ordinance adopting City Council action on map amendment.	Keep in-house for 3 years. Dispose of after completing of detailed index of map amendment and action taken.	Legal File Drawers: 1
<i>Major Subdivision Requests</i>	Contains original application, preliminary plat, staff report, planning commission findings, final plat approved by City Council and Planning Commission.	Keep in-house 10 years; Dispose	Legal File drawers: 3
<i>Board of Appeals Variances/Appeals Cases</i>	Contains original applications, staff reports, site plans, Board of Appeals opinions on case.	Keep in-house 10 years; Archive permanently opinion of Board with approved plan.	Legal File drawers: 5

<i>Conditional Use Case Records</i>	Contains original application and exhibits, correspondence, agency review comments, staff report, planning commission findings, City Council resolution of action.	Keep in-house 10 years; Archive permanently resolution with plan.	Legal File Drawers: 21
<i>Site Design Review Records</i>	Contains original application and submittal attachments, site plan, correspondence, approved set of signed plans.	Keep in-house 10 years; Archive landscape agreement and approved plan; Retain permanently.	Legal File Drawers: 3
<i>Annexation Petitions</i>	Contains original petition for annexation, analysis of extension of services, correspondence; staff report, planning commission findings, City Council action, staff report on zoning land annexed, planning commission findings on zoning, City Council action.	Keep in-house 10 years; Archive for 20 years; Destroy after 20 years	Legal File Drawers: 2
<i>Minutes/Agendas of Planning Commission and Board of Appeals</i>	Contains minutes of meetings of Planning Commission and Board of Appeals.	Keep in-house 10 years; Archive permanently.	Legal File Drawers: 2